

Below is a sample Country Specific Whereabouts Notification and Annual Leave Directive

Individual country directives will vary by need.

PEACE CORPS [NAME OF COUNTRY]

General Statement

Peace Corps [name of country] has made a commitment to the government and people of [name of country/post] to provide technical assistance and exposure to the culture of Americans. Because Volunteers are promoting the three goals of Peace Corps 24 hours, 7 days a week, Volunteers are strongly encouraged to spend as much time in their communities as possible to enable Volunteers to meet Peace Corps' goals.

From experience, we know that Volunteers who frequently leave their communities lose the confidence of counterparts and community members, lose contact with the activities of the community, and minimize language learning. Absenteeism has an adverse impact on effectiveness and job satisfaction. Moreover, Volunteers who are frequently out of their communities create a negative image for Peace Corps in [name of country/post] and make it more difficult for other Volunteers to gain the respect of their communities and host country agency counterparts.

Time Away from Community [specific procedures should be adapted to individual country situations]

For security and communication reasons (e.g., emergencies back home), Volunteers are required to inform the Peace Corps office any time (including official Peace Corps events) they will not be spending the night in their communities. This can be done by telephone or e-mail to the "out-of-community" box. Failure to notify the out-of-community box prior to spending the night out of the community will result in disciplinary action up to and including administrative separation. The only exception to this rule is where the Volunteer is spending the night in an area within walking distance of his/her community and where there is no telephone service available. In this case, the Volunteer must be sure to inform the persons identified on the site locator form of his/her whereabouts.

Reasons for Spending Time Away from the Community

In certain cases, Volunteers will be asked by [name of country/PC/XXX] to leave their communities, e.g., quarterly regional meetings, in-service training activities. In other cases, personal business or work might require short absences. In all absences, in addition to the "out-of-community" box, the Volunteer must notify counterparts in the community and in the host country agencies, where applicable, in case an emergency occurs.

Reasons include:

- (a) **Medical.** Volunteers may leave their communities to seek medical attention and care and to comply with medical requirements. In this situation, it is expected that Volunteers will be in communication with the Peace Corps [name of country/post] Medical Office, prior to leaving the community;

- (b) **PC [country or post name] Required Activities (In-Service Training, Quarterly Regional Meetings, Conferences).** To strengthen Volunteer skills [name of country/post] offers in-service training workshops and conferences where attendance may be required or encouraged.
- (c) **Job-related.** There are cases when a PCV may be invited to attend work-related activities in other locations. For example, a host country agency might invite the Volunteer to attend special meetings or events. Volunteers may need to leave their communities to purchase materials, look for information, borrow necessary equipment, or investigate resources availability for projects. Volunteers should always notify their APCD prior to leaving their site for a work-related activity when it is expected to take more than three days. (Specific country conditions might slightly alter this time frame.)
- (d) **PCV Assistance.** Volunteers may be permitted to help other Volunteers with projects in other communities. However, if the visit is more than three days, the PCV must notify his or her APCD/Project Manager of plans prior to making the trip.
- (e) **Personal Business.** Volunteers need occasional days away from their communities to take care of personal needs. However, such breaks should be taken only infrequently and when necessary, and these absences should not be abused. Volunteers are expected to notify their APCD/Project Manager if the absence will be for more than three days.
- (f) **Vacation (Annual) Leave.** Vacation (Annual) Leave provides Volunteers the opportunity to increase their understanding of the host country and region, while allowing time for rest and relaxation. This might include, for example, visits with friends or family to in-country tourist sites.

Annual Leave Allowance and Restriction. Volunteers accrue vacation (annual) leave at the rate of two days for each month of service and receive \$24.00 / month allowance. Vacation leave requests must be submitted in advance to the APCD for approval. Vacation leave should not be taken during the first and last three months of service, unless approved by the Country Director or in cases of authorized emergency leave.

Disciplinary Actions

The reason for these policies is to ensure that we are fulfilling our commitment to serve the people of [name of post/country], that your experience is as full and rewarding as possible, and that we are able to locate you for safety and security reasons or in the event of an emergency. Therefore, we all must take these policies very seriously. All violations will be subject to disciplinary actions up to and including immediate separation from the Peace Corps.

Quick Reference for the Checking-in Rules (Example)

Any time that you do not sleep in your community (unless you are in walking distance and there is no phone service), you are required to log in to the out-of-community box. To log in, you must state where you will be, how you can be reached, and the dates you will be out. Logging in is your responsibility and should be done as soon as you are out of your community. To login you may do any one of the following:

1. During office hours (8 am - 5 pm) you may call collect and login through the administrative clerk, or
2. After hours and on weekends you may leave a message in the out-of-community box, [name of post/country], or

3. You may log yourself in the out-of-community book in the reception area in the office, or
4. You may email to out_of_community@ [name of post/country.peacecorps.gov]

Failure to comply with this policy will result in disciplinary action up to and including administrative separation.

The purpose of this policy is to be able to locate you in case of an emergency or a safety and security issue. We will not use it to monitor your days away from the community. Please notify your APCD if you are to be out of your community more than three days.

We take our responsibility seriously to notify you immediately if there is an emergency in your family or if there is an issue affecting your safety or security. PC/Washington—and often your families--expect us to know where you are at all times. We need your cooperation to do this.